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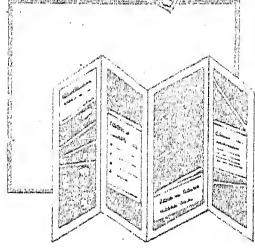
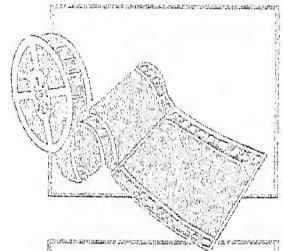
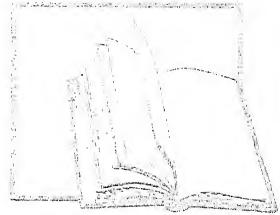


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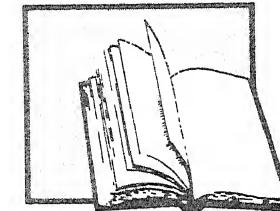
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## Publications

Unless otherwise noted, all publications are available at no cost from the National Institute of Corrections (NIC) Information Center, Suite 130, 1790 30th Street, Boulder, CO 80301; telephone 303-444-1101. For those available on a loan basis only, the requester may duplicate the borrowed copy.



### Classification and Risk Screening

**Classification Instruments for Criminal Justice Decisions**—American Justice Institute, with the National Council on Crime and Delinquency, June 1979. 6 vols.

Describes the results of a national survey on the use of classification and screening instruments in the criminal justice system. The first four volumes, referred to as sourcebooks, contain information pertaining to each of four decision points: **Pretrial Release** (178 pp.), **Probation and Parole Supervision** (143 pp.), **Institutional Custody** (115 pp.), and **Sentencing and Parole Release**

(232 pp.). The fifth volume, **General Information** (74 pp.), describes the study background, objectives, operational definitions, and methods and includes the results of a literature review and general conclusions drawn from the study. The sixth volume, **Legal Issues** (88 pp.), reviews legal considerations relevant to classification. All volumes available on a loan basis only.

**Prison Classification: A Model Systems Approach**—National Institute of Corrections, 1983.

Presents a specific objective model for inmate classification and reclassification that contains the essential components

for effective security, custody, and programming decisions. Although the individual dynamics of a given State will require the model to be flexible, the report presents classification principles, as well as monitoring and evaluation procedures that apply in every State. Appendixes include classification model examples, classification in women's prisons, and offense severity scales. 96 pp.

**Female Classification: An Examination of the Issues**—Charlotte A. Nesbitt, Angela R. Argento, American Correctional Association, August 1984.

Summarizes the findings of a national study of female offender classification issues. Provides approaches to offender classification, needs assessment, demographics, forecasting, and security classification, and includes models for State prison systems to consider. 174 pp.

## Legal Issues and Grievance Mechanisms

**Complaint Procedures in Prisons and Jails**—David D. Dillingham and Linda R. Singer, Center for Community Justice, July 1980.

Provides an overview of functioning inmate complaint mechanisms. The different types of grievance mechanisms in use in U.S. prisons and jails—multilevel procedures, commissions, and ombudsmen—are examined and evaluated. Appendixes include summaries of existing complaint procedures and 14 site visit reports. 67 pp.

**Alternative Dispute Resolution Mechanisms for Prisoner Grievances**—Silbert, Feeley, and Associates, New Haven, Connecticut, March 1984.

Focuses on the advantages and disadvantages of six alternative dispute resolution mechanisms in place in correctional systems for averting litigation. Discusses the benefits and structure of the mechanisms, procedures for adapting the general frameworks to particular institutions or systems, and legal standards that will enable correctional

administrators to differentiate between potentially meritorious and frivolous claims. Includes a bibliography and list of officials managing dispute resolution mechanisms in selected States and the U.S. Bureau of Prisons. 69 pp.

**The Role of House Counsel in Corrections**—American Correctional Association, March 1981.

Stresses the need for legal counsel in correctional management due to the significant growth of prisoner litigation. Outlines the various roles of legal counsel and discusses the two basic models presently used for providing legal advice to correctional administrators—the office of attorney general and “house counsel.” 12 pp.

**Questions and Answers on Legal Liabilities in Probation and Parole**—Rolando V. del Carmen, Criminal Justice Center, Sam Houston State University, August 1982.

Offers an overview of the legal liability issues that can confront probation and parole officers, in a question-and-

answer format. Developed for a national audience, also includes questions to assist officers in obtaining specific guidance for their particular jurisdictions. 34 pp.

**Potential Liabilities of Probation and Parole Officers, Revised Edition**—Rolando V. del Carmen, Criminal Justice Center, Sam Houston State University, August 1985.

Provides an overview of relevant legal liabilities and discusses specific liability areas such as parole and probation conditions, supervision, and revocation. Cites specific probation and parole cases and discusses the rationale for judgments rendered. Prepared for a national audience, the manual notes trends in litigation against parole and probation officers, offers general advice, and reviews specific concerns and important questions. 202 pp.

**Liability Issues in Community Service Sanctions**—  
Rolando V. del Carmen, Criminal Justice Center, Sam Houston State University, June 1986.

Focus on specific areas in community service programs where liabilities could potentially arise. Discusses the seven areas in which officers, supervisors, and the agency could be held liable, in addition to liabilities to third parties, volunteers, and offenders. Concludes with suggestions for protecting staff and the agency from liability claims. 37 pp.

## **Institutional Management and Operation**

**Riots and Disturbances in Correctional Institutions**—  
American Correctional Association, December 1981.

Represents the first compilation of data on riots and disturbances that have occurred in correctional institutions in the United States. Discusses causes, prevention techniques, methods of control, hostage situation guidelines, and American Correctional Association standards related to riots and disturbances, and provides a

sample riot control plan. 56 pp. with illustrations. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20704. Cost: \$8.

**Private Sector Involvement in Prison Services and Operations**—Camille G. Camp and George M. Camp, February 1984.

Documents the results of a national study of private sector involvement in prison services and operations. Explores the historical development of private sector involvement, legal and political issues, contract accountability, negotiations, and monitoring. Presents conclusions and recommendations. 50 pp.

**Private Sector Operation of a Correctional Institution**—Robert Levinson, Paul Skelton, Roy Gerard, Aaron Brown, and Herbert Quay, May 1985.

Describes the results of an 18-month study of the first instance of a private company operating a large, secure correctional institution under contract: Eckerd Drug Company's operation of a 400-bed secure juvenile training center, under contract to the State of Florida. Reports on

costs, personnel issues, contract issues, inmate programs, security, and physical conditions. Results show no substantial cost savings or program improvements. 165 pp.

**Guidelines for Prison Industries**—Robert C. Grieser, Neal Miller, and Gail S. Funke, Institute for Economic and Policy Studies, Inc., January 1984.

Offers a compendium of State prison industries programming throughout the United States. A comprehensive resource document designed for correctional administrators and for policymakers whose decisions affect corrections. Based on a 1983 nationwide survey of prison industry programs, provides examples of State legislation to create prison industry programs, sets out institutional policies and procedures for those programs, and analyzes legal actions and professional standards that affect prison industry programs. 133 pp.

**A Study of Prison Industry: History, Components, and Goals**—American Correctional Association, January 1986.

Examines the evolution, goals, components, and organizational approaches of prison industries. Using data from a

mail survey of 39 Federal, State, and Canadian jurisdictions, the report traces the history of prison industries from 14th century England to the present. Recommendations are made to increase the effectiveness of prison industries. Innovative State programs are discussed. 88 pp.

**Employee Grievance Decisions in Corrections**—Gilbert H. Skinner, Dennis DuBay, John L. Gierak, January 1982.

Explores employee grievance decisions made in corrections over the past several years. Provides guidance for administrators on employee rights, major areas of grievance, and minimization and resolution of grievances. 145 pp.

**Managing Adult Inmates**—Herbert C. Quay, Ph.D., July 1984.

Highlights the results of 15 years of research and evaluation on the Quay adult behavioral classification system. Building on NIC's systemwide objective classification system, describes the process and benefits of grouping inmates in living units for more effective management and programming. 101 pp. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20740. Cost: \$10.

**Offender Needs Assessment: Models and Approaches—** Carl Clements, John McKee, and Susan Jones, July 1984.

Documents the results of a national study of inmate needs and programming. Presents approaches to assessing inmate program needs and developing models to meet those needs based on the NIC objective classification model. 183 pp.

## **Jail Operations**

**How to Collect and Analyze Data: A Manual for Sheriffs and Jail Administrators—**Gail Elias, Voorhis Associates, Inc., October 1982.

Provides a nontechnical explanation of statistical analysis and data collection procedures for jail personnel. Written in an informal style, the manual contains a step-by-step approach to identifying the information needed, preparing for data collection, uncovering information sources, implementing the collection effort, analyzing and interpreting the results, and sharing the information. 261 pp. Available on a loan basis only from the NIC Information Center.

**Jail Resource Materials and Small Jail Network—Community Resource Services, Inc., June 1984.**

Describes a series of manuals and workbooks prepared for small jails, including the *Jail Resource Manual*, its 1984 *Supplement*, the *Jail Resource Manual Training Modules*, *Policy and Procedure Workbook for Small Jails*, and a *Sample Policy and Procedure Manual* developed by a small jail. Provides a listing of contact persons in 42 States and other sources for obtaining a loan copy of any of the materials for in-house duplication; it also provides ordering information to purchase copies of the materials. 6 pp.

**The Development of Jail Industries—**Robert C. Grieser, Thomas McCrae Crawford, and Gail S. Funke, Institute for Economic and Policy Studies, Inc., February 1985.

Presents data from a survey of 74 sites throughout the U.S., identifying the number of jails operating an industry, the types of programs, and the potential for future development of correctional industries at the local level. Results indicate an interest in industry development, but a lack of knowledge about existing programs and the possibilities

for further development. Includes footnotes, a list of participating sites, and the survey instrument. 22 pp.

## Architectural Planning and Design

**New Generation Jails: An Innovative Approach to an Age-Old Problem**—Stephen Gettinger, March 1984.

Discusses the history, principles, and operational aspects of the “new generation jail” model of modular architectural design and direct-supervision management. Explains how the concept solves some traditional jail problems, the psychology behind its positive approach to behavior management, and the need for training administrators and staff in the new style of operation. Suggests methods to overcome skepticism by staff, the public, and county commissioners and describes ways NIC can assist local communities in further exploring the concept. 27 pp.

**The Nature of New Small Jails: Report and Analysis**—KIMME Planning & Architecture, October 1985.

Reports on the findings of an in-depth survey of 255 small jails of 50 beds or less that were constructed during the

1974–1984 decade. Discusses the nature and characteristics of the new small jails and identifies factors that seem to have influenced their successes and failures. Considers architectural features, staffing and staff training, inmate management, programs and services, operational problems, space adequacy, and planning and transition. A concise summary of issues and experiences, the report is designed to help local jurisdictions that are planning construction of a new jail. 120 pp.

**Small Jail Special Issues**—KIMME Planning & Architecture, February 1986.

Explores nine issues important in planning construction of small jails, as identified in a survey of 255 small jails constructed during the period 1974–1984. Chapters cover topics that range from initiating planning to occupying the new small jail: lawsuits and liability, the multijurisdictional jail option, determining bed capacity, modes of supervision, operating costs, transition planning, jail maintenance, and using an architect. 54 pp.

**Design Guide for Secure Adult Correctional Facilities—**  
American Correctional Association, 1983.

Sets forth state-of-the-art design concepts for correctional institutions. Covers advanced practices that encourage greater interaction between staff and inmates, the use of decentralized forms of inmate management, reduction of physical barriers separating staff and inmates, and greater reliance on professional supervision of inmates rather than mere observation or policies and procedures that are essentially reactive. 207 pp. with illustrations. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20740. Cost: \$40.

**Designs for Contemporary Correctional Facilities—**  
Capitol Communications, Inc., January 1985.

Describes 13 recently constructed prisons and detention centers that exhibit the most advanced design and operational concepts in corrections today. Numerous photographs and schematics present a visual history of decentralized secure adult institutions, urban detention centers, and high-rise metropolitan correctional centers. 92 pp.

Available from Capitol Publishing Company, #21 Chelsea House, 2411 Crofton Lane, Crofton, MD 21114. Cost: \$14.

**Evaluation of Pre-Manufactured Housing for Correctional Purposes—**Carter-Goble Associates, Inc., February 1984.

Presents the findings of a national study of pre-manufactured housing modules in correctional use. Compares pre-fabricated short-term facilities with conventional, permanently constructed facilities in terms of cost, staffing, security, and time considerations. Concludes that the pre-fabricated approach is not cheaper and does not last as long. 55 pp. with illustrations.

## **Female and Special Inmate Management**

**Adult Female Offenders and Institutional Programs—**  
Dr. T.A. Ryan, University of South Carolina, February 1984.

Presents data on the adult female offender as to age, ethnicity, education, and offense and the educational and vocational programs, counseling, and health care programming available in women's correctional institutions. Also describes female prison industries programming, child care programs, innovative programs, and relevant litigation. Builds on prior research and represents a "state-of-the-art" analysis. 143 pp.

**Sourcebook on the Mentally Disordered Prisoner—**  
New York State Department of Correctional Services, March 1985.

Reports the results of a national survey of all State departments of corrections and the Federal Bureau of Prisons on the number of mentally ill or retarded inmates and services

for them. Provides a detailed analysis of constitutional case law and summarizes relevant professional standards from legal and administrative perspectives. Includes footnotes and bibliographies. 152 pp.

**Managing Long-Term Inmates: A Guide for the Correctional Administrator—**Cindie A. Unger and Robert A. Buchanan, Correctional Services Group, Inc., Fall 1985.

Profiles the long-term inmate population— inmates who have or will be continuously confined for at least 7 years. Based on a 16-month study, describes existing and potential programs for long-term inmates, recommends ways to improve management of such inmates, and provides guidelines for the development of a management data base on long termers. Appendixes include a State-by-State review of pertinent laws and a comparison of per diem costs for long-term and other inmates. 153 pp.

**Protective Custody**—American Correctional Association, May 1983.

Contains results of a national study on protective custody, legal issues, design concepts, sample policies and procedures, and a sample design prototype. A definitive study and analysis of the growing number of inmates who require special management in an institution's protective custody unit. 81 pp. with illustrations. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20740. Cost: \$10.

## **Staff Development and Training**

**Correctional Officer Self-Instructional Course**—Capitol Communications Systems, Inc., January 1982. 4 vols.

Teaches a self-study program based on American Correctional Association standards that provides the basic, up-to-date skills needed by correctional officers. The course is presented in four volumes: **Basic Concepts in Corrections** (81 pp.), **Supervising Inmates** (87 pp.),

**Security Procedures** (153 pp.), and **Special Inmates** (97 pp.). Student progress is monitored by ACA, and a certificate is awarded to those who successfully complete the course. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20740. Cost: \$20.

**Fire Safety in Correctional Facilities**—National Fire Protection Association, April 1981.

Provides curriculum materials for use in training institutional personnel in fire safety. Annotated instructor's edition (166 pp.); looseleaf student workbook (161 pp.). Limited number available free in single copies from the NIC Information Center. Also available from Publications Division, National Fire Protection Association, Batterymarch Park, Quincy, MA 02269. Cost: Annotated instructor's edition, \$17; student workbook, \$12.

**Developing and Managing Part-Time Trainers**—Paul Katsampes, Ph.D., April 1984.

Reviews issues surrounding the use of part-time and temporary staff trainers. This practical two-part guide can

be used as a whole to organize the entire training effort or separately by managers and trainers.

**Part 1: The Manager's Role** describes qualities of effective managers and trainers, contracting, monitoring, and evaluation; includes a manager's part-time trainer checklist. 19 pp.

**Part 2: The Trainer's Role** describes the trainer's responsibilities, contracting, and teaching and evaluation methods; provides sample lesson plans and feedback instruments, a checklist for part-time trainer development, and a resource list. 36 pp.

## **Probation, Parole, and Other Community-Based Programs**

**Community Corrections Act Technical Assistance Manual**—Patrick D. McManus and Lynn Zeller Barclay, American Correctional Association, 1983.

Explores strategies for developing effective community corrections programs and describes the dilemma facing

American corrections in the 1980's and beyond. Examines the community corrections legislation of selected States, discusses the impact of that legislation, and provides guidelines to help other States develop and implement community corrections laws. 137 pp. Available from the American Correctional Association, Suite L-208, 4321 Hartwick Road, College Park, MD 20704.

**Directions for Community Corrections in the 1990's**—Todd R. Clear, School of Criminal Justice, Rutgers University, and Vincent O'Leary, State University of New York at Albany, 1984.

Describes the lack of clearly defined goals for community corrections programs and an effort by the National Institute of Corrections to address the issue. Under the NIC approach, jurisdictions would create community corrections systems that establish sanctions and penalties appropriate for offenders who do not require incarceration, that balance concerns about public safety with equitable punishment, and that incorporate modern programming technologies such as classification and management information systems. 31 pp.

**Fees for Probation Services**—S. Christoper Baird, Douglas A. Holien, and Audrey J. Bakke, National Council on Crime and Delinquency, January 1986.

Outlines the advantages and disadvantages of user fees for probation services within the context of a survey of more than 600 probation administrators and line officers representing 46 States and 200 agencies. Proponents of fees argue that they can help the agency provide adequate services, enhance credibility with funding sources, make crime less profitable, and reduce the cost to the community. Opponents argue that user fees are philosophically incompatible with the goals of probation, development and implementation costs may outweigh benefits, fees assessment is problematic given the indigence of most probationers, and increased workloads associated with a fee system will reduce officer morale. 38 pp.

**The Power of Public Support: A Handbook for Corrections**—California Probation, Parole and Correctional Association, undated.

Guides probation officials in building constituency support for probation through public relations programs, media

relations, and legislative action. Based on pilot projects in Los Angeles and San Diego Counties (California), discusses three case studies in which constituency-building efforts resolved the problems of budget cuts, community opposition to a work camp, and lack of cooperation among service agencies. An appendix lists interagency agreements involving California probation departments. Bibliography included. 61 pp.

**Community Service by Offenders**—M. Kay Harris, January 1979.

Explores the feasibility of community service as an alternative to confinement, fines, and other sanctions. Prepared by the National Council on Crime and Delinquency in conjunction with the American Bar Association's BASICS (Bar Association Support to Improve Correctional Services) program, the publication includes sample forms and other documents used by operating programs, as well as a partial listing of those programs. 87 pp.

**The Goals of Community Sanctions** — M. Kay Harris, Department of Criminal Justice, Temple University, June 1986.

Identifies issues related to the goals and philosophy of community-based sanctions with the aim of assisting policymakers in evaluating the consequences of implementing specific programs given the values of their particular organizations. Discusses the traditional purposes of punishment, implications of different philosophies when put into practice, and the influence of goals on program operation. 27 pp.

**Handbook for New Parole Board Members** — Kathleen J. Hanrahan, 1982.

Provides new parole board members with an overview of the parole process and issues related to the parole of adult felons. The handbook, developed as part of the National Parole Seminar project, was patterned from suggestions of 1980-81 seminar participants. Bibliography included. 70 pp.

**Management Strategies for Probation in an Era of Limits** — Nora Harlow and E. Kim Nelson, University of Southern California, March 1982.

Examines in detail practical strategies to assist probation managers in expanding their resources or allocating them more effectively. The document draws on the ideas and experiences of public management in general, and probation management in particular, and provides straightforward guidelines to help individual agencies select and implement the most effective and efficient strategies—from computer time to community volunteers—for carrying out their programs. 125 pp.

**Workload Measures for Probation and Parole** — Brian Bemus, Gary Arling, and Peter Quigley, Isthmus Associates, Inc., July 1982.

Examines the rationale, concepts, and components of effective workload systems for probation and parole. The research is based on workload systems in operation in agencies throughout the country. Examples of system design and implementation steps are included. 56 pp.

## Other Topics

### Overcrowding Working Papers Series—Center for Effective Public Policy, 1984.

A series of 13 working papers developed as part of the Prison Overcrowding Project to help policymakers and criminal justice professionals deal with prison overcrowding.

Working papers developed as part of the project activity include: Etiology of Prison Populations: Implications for Prison Population Projection Methodology; Establishing Correctional Limits of Growth; Managing Change Through State Policy Groups; Planning for Action: Phase 1 of the Prison Overcrowding Project; Reducing Prison Crowding: An Overview of Options; Effective Organization Management and Facilitation of Overcrowding Policy Teams; Data

Needs and Survey Strategies; Oregon Prison Overcrowding Project; Colorado Prison Overcrowding Project: Analysis of Admissions Data; Report of the Policy Team Retreat: Michigan Prison Overcrowding Project, January 30–February 1, 1983; Michigan Prison Overcrowding Emergency Powers Act: A Political Analysis of Enactment and Implementation; Controlling Prison Populations: An Assessment of Current Mechanisms; Blueprint for Action: Final Report of the Michigan Prison Overcrowding Project; and Profile of Colorado's Prisoners: Custody Needs and Public Risk. Available on a loan basis only from the NIC Information Center.

### Racial Disparities in the Criminal Justice System—Joan Petersilia, The Rand Corporation, June 1983.

Compares the treatment of white and minority offenders at key decision points in the criminal justice system, from arrest through release from custody, and investigates possible differences in criminal behavior that might influence that treatment. Also discusses the policy implications for correcting any bias. 128 pp. Available from The

Rand Corporation, Publications Dept., 1701 Main Street, Santa Monica, CA 90406. Publication No. R7917. Cost: \$10.

**Impact of Determinate Sentencing on Corrections**—Department of Criminal Justice, California State University, Long Beach, July 1980.

Explores the major issues surrounding the use of determinate sentencing and reviews the experiences of four States. Intended as a handbook for legislators and correctional administrators. 28 pp.

**Handbook for Special Masters (Judicial Version)**—edited by J. Michael Kentig, Jr., May 1983

Provides an overview of the role and function of a special master appointed by a court to oversee correctional institution reform. Intended to familiarize judges with the concept of a special master, covers specific functions, powers, and skills of a master. Discusses ethical issues, administration of the master's office, and relationships of

the master with others. 98 pp. Supplementary chapters on **Public Administration and Management** (13 pp.) and **The Law of Prisoners' Rights** (21 pp.)

**Resources for Corrections: A Directory of Federal Programs, Second Edition**—Aspen Systems Corp., October 1982.

Identifies potential sources of Federal assistance to corrections, providing a comprehensive listing of the funds, services, and goods available, as well as eligibility criteria and other details necessary to access these resources. Updates the 1981 directory, deleting 85 programs and adding 57 new programs to the listing of Federal agencies and programs that could potentially assist correctional agencies, personnel, and clients. Contains 199 listings. 478 pp. Available on a loan basis only from the NIC Information Center.

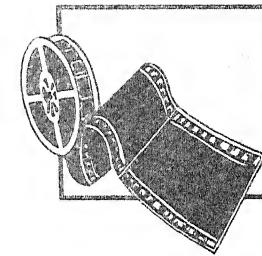
**Services for Families of Offenders: An Overview—**  
Women in Crisis, Inc., January 1981.

Explores the emotional, social, and economic impact of incarceration on families of offenders and describes seven service programs as examples of the range of assistance currently being provided. Includes a review of existing literature on the topic "families of offenders" and a directory of programs offering services to families. 46 pp.  
**A 1985 Update of the Directory of Operating Service Programs** for families of offenders in the U.S. and Canada is also available.

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### **Staff Orientation in Prison Food Services (aka. New Man at Millersville)**

A 20-minute videotape training program on staff orientation in a prison food services environment, covering staff supervision and inmate management. Accompanied by an 11-page leader's guide. Available in 3/4-inch, stock number A08090; 1/2-inch Beta, stock number A08118; and 1/2-inch VHS, stock number A08179. Cost: \$20.

### **Institutional Safety**

A three-part slide/tape training program on institutional safety available as a set or in individual parts.

**Part 1: Toward a Safer Facility**—35-minute, four-tape presentation covering general staff and inmate safety in correctional facilities; safety attitudes, safety training, fire protection, and investigating and reporting accidents. Stock number A08087. Cost: \$90.

**Part 2: Safety at Work**—40-minute, four-tape program designed for supervisors of inmate details covers walking and working surfaces, hand and power tools, protective devices, and materials handling. Stock number A08088. Cost: \$102.

**Part 3: Safety in Special Work Environments**—41-minute, four-tape program covering safety in the metal factory, the woodworking shop, on the farm, and in food service operations. Stock number A08089. Cost: \$109.

**All three parts**—Stock number A08086. Cost: \$300.

#### **Basic Firearms Training**

A two-part videotape training program on basic revolver and shotgun skills for correctional officers. Available as a set or in individual parts.

**Part 1: Basic Revolver Skills**—36 minutes. Available in 3/4-inch, stock number A08692; 1/2-inch Beta-2, stock number A08693; and 1/2-inch VHS, stock number A08694. Cost: \$95.

**Part 2: Basic Shotgun Skills**—24 minutes. Available in 3/4-inch, stock number A08689; 1/2-inch Beta-2, stock number A08690; and 1/2-inch VHS, stock number A08691. Cost: \$80.

**Both Parts**—3/4-inch, stock number A08564; 1/2-inch Beta-2, stock number A08565; and 1/2-inch VHS, stock number A08566. Cost: \$170.

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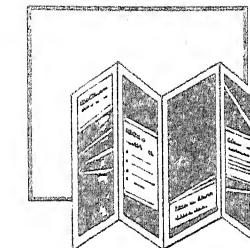
Available in single or multiple copies from the National Institute of Corrections, 320 First Street NW, Washington, DC 20534.

**Annual Program Plan and Academy Training Schedule** outlines the Institute's fiscal year program and services available. Describes courses to be conducted at the Institute's National Academy of Corrections and contains application instructions and an application form.

**Annual Report** summarizes the activities of the National Institute of Corrections for each fiscal year.

**NIC Jail Center—A Resource for Local Jails** describes services available to jail systems.

**A Resource for Probation** describes services available to probation agencies.



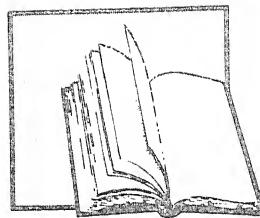
**NIC Information Center** describes services of the NIC Information Center.

**Technical Assistance in Corrections** describes the Institute's technical assistance program.

**Policy and Guideline Handbook for Technical Assistance Consultants** defines the role and responsibilities of consultants who provide short-term technical assistance to requesting correctional agencies on behalf of the National Institute of Corrections. Also of interest to agencies receiving technical assistance from the Institute.

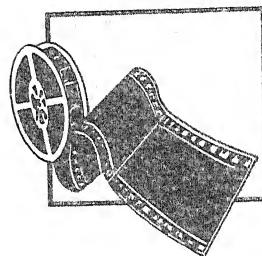
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